



# RATTAN CREEK COMMUNITY CENTER RENTAL APPLICATION FORM

Request to rent: Community Center      Type of Function: \_\_\_\_\_

Room(s) Requested:  Great Room    Kitchen    Meeting Room

No. of guests expected: \_\_\_\_\_ Alcohol at Event: Yes  No  Date of Event: \_\_\_\_\_

Time to enter bldg: \_\_\_\_\_ Time to leave bldg: \_\_\_\_\_

Applicant: \_\_\_\_\_  
(Refund Check will be made payable to this name)

Person in Charge: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Must be approved)      Home  Cell

Address: \_\_\_\_\_  
(Refund check will be mailed to this address)

Email Address: \_\_\_\_\_ District Resident:  Yes  No

## FOR OFFICE USE ONLY

Rental Fee: \$ \_\_\_\_\_ All Fees Due By: \_\_\_\_\_ (date) (20% late fee if paid after this date)

Additional Fees: \$ \_\_\_\_\_ (addition of Deputy, hours, etc.)

Deposit Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Pmt: \_\_\_\_\_

Deputy: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Pmt: \_\_\_\_\_ Time Needed: \_\_\_\_\_  
(\$50 per hour, per Deputy)

Walk Thru Date: \_\_\_\_\_ Access Card # \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## ADDITIONAL COMMENTS:

Applicant hereby applies for rental/use of the District facility designated above. Applicant understands that the District does not, by the provision of such facility, assume any responsibility or liability to applicant or guests, and applicant undertakes the use of the facility at applicant's own request and risk. In consideration of being allowed to use the facility, APPLICANT ASSUMES ALL RESPONSIBILITY FOR AND FULLY AND UNCONDITIONALLY RELEASES AND DISCHARGES THE DISTRICT, AND ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES ("THE DISTRICT PARTIES"), WHETHER PAID OR VOLUNTEER, FROM AND WAIVES ALL CLAIMS, LOSSES, EXPENSES, LIABILITIES, DEMANDS, ACTIONS, JUDGMENTS, AND EXECUTIONS ("CLAIMS) WHICH APPLICANT OR ANYONE CLAIMING BY, THROUGH, OR UNDER APLICANT, EVER HAD, OR NOW HAS, OR MAY HAVE IN THE FUTURE AGAINST THE DISTRICT PARTIES, KNOWN OR UNKNOWN, ARISING OUT OF OR RELATING TO THE USE OF THE FACILITY. **THIS RELEASE EXPRESSLY INCLUDES ANY CLAIMS ARISING OUT OF THE NEGLIGENCE OR ALLEGED NEGLIGENCE OF ONE OR MORE OF THE DISTRICT PARTIES.** Applicant understands and acknowledges that applicant is engaging in this use at applicant's own request and risk and is not entitled to any compensation, benefit, or insurance coverage from any of the District Parties, not will applicant claim any from the District Parties. APPLICANT WILL INDEMNIFY, DEFEND, HOLD HARMLESS THE DISTRICT FROM ALL CLAIMS (INCLUDING REASONABLE ATTORNEY'S FEES) ARISING OUT OF OR RELATING TO APPLICANT'S USE OF FACILITY. THIS INDEMNITY EXPRESSLY INCLUDES ANY CLAIMS ARISING OUT OF THE NEGLIGENCE OR ALLEGED NEGLIGENCE OF ONE OR MORE OF THE DISTRICT'S PARTIES.

Please review and initial each line

- \_\_\_\_\_ Deposits are due at the time of booking. Facility rental fees are due 45 days prior to booking or upon booking.
- \_\_\_\_\_ I understand if I cancel my event less than 45 days prior to the event, I will forfeit 50% of rental fee.
- \_\_\_\_\_ I understand all changes to my rental (i.e. extra hours) must be made no later than one week before my rental.
- \_\_\_\_\_ I understand if my rental use extends beyond the rental period I have specified, then the additional time will be charged to the user at a rate two times the standard hourly rate.
- \_\_\_\_\_ I agree to follow ALL clean up procedures as listed on the Community Center Procedures form or a cleaning fee will be deducted from the deposit.
- \_\_\_\_\_ I agree to NO smoking in the building and will enforce this with my guests.
- \_\_\_\_\_ I will have a District appointed Sheriff Deputy present at the event from the time alcohol enters the property to the end of event. I understand that all alcohol must remain within the building, which, in the case of the Community Center, includes the patio between the Community Center and the pool. I understand and agree that my deposit will be forfeited for failing to disclose on this form that alcohol will be present at the event.
- \_\_\_\_\_ I understand if I wish to use any of the following, I am solely responsible for them.  
 Tables  Chairs  Built-in Speakers  TV  Other: \_\_\_\_\_
- \_\_\_\_\_ I understand that only command strips, tape or adhesives that leaves no residue may be used on walls or ceilings.
- \_\_\_\_\_ If there is any damage or a loss to the property, the cost to repair or replace will be my responsibility and will be deducted from my deposit.
- \_\_\_\_\_ I understand that responsible parties must be present for the walk-through and the entire event.
- \_\_\_\_\_ I understand all Park and Playground areas close by 10 pm.
- \_\_\_\_\_ I understand if the Community Center Staff deems it necessary to contact Manager On-Call due to an issue with guests, I will be charged \$50.00/hr deducted from my deposit

**I understand that I am responsible for all items as listed on this form and I have initialed each place indicated. I understand that the District would not permit me to use the facility designated above without execution of this application.**

Applicant's Signature and Date	District Representative Signature and Date